



**BILL HASLAM**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
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**PATRICK SMITH**  
ACTING COMMISSIONER

**MEMORANDUM**

**TO:** Career and Technical Education Directors

**FROM:** Marty Willis, Director of Fiscal and Information Management

**DATE:** March 7, 2011

**RE:** **Reporting Secondary Placement for 2010- 2011 School Year**

The 2008-2009 school year was the first time for Perkins IV to report all eight core indicators to the Office of Vocational and Adult Education (OVAE). Per the requirements for Core Indicator 5S1, Secondary Placement of *Perkins IV, the Carl D. Perkins Career and Technical Act of 2006*, we will be conducting 2010-2011 follow-up surveys on concentrators who graduated in the 2009-2010 school year.

Perkins IV currently defines a concentrator as a CTE student who has earned three (3) or more credits in a program area. The target group for this follow-up survey is the Perkins IV concentrators who are identified by LEAs and left the school in 2009-2010 school year.

Please follow the guidelines, survey ALL identified Perkins IV concentrators, report to the State the survey results, and generate the follow-up report from *eTIGER*.

The timeline for secondary placement data reporting is as follows:

1. State web site link:  
<http://www.tennessee.gov/education/cte/ad/tiger/tigersec1011.shtml> available to school systems (guidelines, survey instructions and forms, and timeline) on March 7, 2011
2. LEA Survey in Progress: March - April 1, 2011
3. LEA Data Collection and Report: March - April 30, 2011
4. LEA Survey Results Verification and Approval: by May 15, 2011

Thank you for your continued cooperation as we work to document our successes in Career and Technical Education in Tennessee. If you have questions, please contact your Field Service Center Consultant or the CTE Division at the State Department.

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c: Directors of Schools  
Field Service Center Consultants